

H.A.C.Y.P.A.A.
Advisory Council ByLaws

Table of Contents

1. Preamble
2. Scope of Conference
3. Temporary Advisory Council
4. Operating Committee
5. Additional Advisory Positions
6. Operating Procedures
7. Advisory Council Meetings.
8. Selection of a Conference Site
9. The Conference

1. Preamble

We, the members of the HACYPAA Advisory Council, have formed for the purpose of establishing a rotating body of past HACYPAA Host Committee members who shall act as guardians of the conference's integrity and experience. The HACYPAA Advisory Council is a service body, which is directly responsible to all AA members who wish to participate in anything having to do with HACYPAA. In all its proceedings, the HACYPAA Advisory Council shall observe the spirit of the A.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Advisory Council members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity; that no Advisory Council action ever be personally punitive or an incitement to public controversy; that though the Advisory Council may act for the service of HACYPAA, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Advisory Council itself will always remain democratic in thought and action. As such, it will make itself available to answer questions from any AA member who wishes. The Advisory Council takes a proactive role to assist the current Host Committee throughout the duration of the conference, and actively assists with the financial welfare of the conference. It also places itself at the disposal of the current Host Committee, and all Bid Committees to offer any assistance, which is with its power to provide. We recognize that not all AA members will find our conference necessary to their recovery from alcoholism; we aim only to serve those who desire our assistance.

(Adapted from The A.A. Service Manual adopted by the General Service Conference on April 26, 1962)

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

2. Scope of Conference

The scope of the Conference shall cover the following areas: North Dakota, South Dakota, Minnesota, Nebraska, Iowa, Missouri, Kansas, Oklahoma, and Texas

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

3. Structure of the Advisory Council

3.1 Temporary Advisory Council

For the purpose of establishing an active body to enable and insure that HACYPAA Conference gets off the ground and thrives as an actual A.A. conference; two members from each state will be appointed by their YPAA bodies. Each temporary advisory member will serve a minimum of two years on the advisory council and a maximum of five years. All members will have reached his or her eighteenth birthday; and have at least two years of continuous sobriety. Temporary advisory members will be subject to abide to all operating and non-operating committee guidelines and procedures in the HACYPAA bylaws.

3.1.1 Temporary Alternates

Each state will appoint one alternate in such case as one of the two temporary advisory members cannot fulfill the initial two year commitment. Temporary alternates will abide to the description laid out in the HACYPAA ByLaws.

3.2 Host Committee Elections to Advisory Council

Each Host Committee shall elect by “Third Legacy Procedure” (see AA Service Manual) three of its own members to serve a term of four traveling conferences on the HACYPAA Advisory Council. All candidates for service on the Advisory Council must be members of Alcoholics Anonymous; have reached his or her eighteenth birthday; and have at least two years of continuous sobriety. The person must never have served on Advisory Council for HACYPAA. The incoming Advisory Council members will not be required to assume an active role until after their city has concluded the conference. They are encouraged to participate, but shall not have a vote until after hosting their conference.

Elections for Advisory Council Members should be held 2 – 3 weeks prior to the conference date.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

3.3 Alternates

Alternates shall be members of the host committee who are chosen, either by election of the host committee or appointment by the elected Advisory Council members from that host committee, in case he or she becomes unable to complete his or her term. All candidates for service on the Advisory Council must be members of Alcoholics Anonymous; have reached his or her eighteenth birthday; and have at least two years of continuous sobriety. The person must never have served on Advisory Council for HACYPAA.

Alternates are suggested to:

- a) Participate in the HACYPAA Advisory email group
- b) Attend Advisory Council calls, just to listen, held between midyear and the conference.
- c) Have assigned territories by the advisory outreach chair and provide territory reports to the outreach chair in a timely fashion prior to all Advisory Council meetings.
- d) Attend advisory council business meetings, just to listen, for midyear and the conference (with exception of host city deliberations)

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

3.4 Resignation

3.4.1 Consumption of Alcohol

Any member of the Advisory Council who relapses will be considered to have resigned.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

3.4.2 Resignation Failure to Attend

Any Advisory Council member who fails to attend two consecutive meetings has voluntarily resigned, any member of the advisory council who fails to attend two nonconsecutive meetings will be considered for resignation pending decision by

advisory council at next meeting. Meetings are defined as midyear meeting, conference meeting, bid session, deliberations, and conference calls.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma. Amended 10/19/2015 via Conference Call)

3.5 Removal

The Advisory Council shall have the power, by a two-thirds majority of its membership, to remove any member of the Advisory Council for some, any, or all of the following causes:

(a) Theft, fraud, or other deliberate illegal conduct damaging to the Conference's financial or reputational interests.

(b) If any member of the Council steals, embezzles, or misappropriates HACYPAA's funds, it will result in immediate resignation of the Council member upon discovery of the act.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4. Operating Committee

4.1 Operating Committee – Composition, Terms and Elections.

At the end of the operating committee member's term or resignation, an election will be held for the said position, by "Third Legacy Procedure" (see AA Service Manual) for the following positions; Chairperson, CoChairperson, Secretary, Treasurer, CoTreasurer and a Mailing Chairperson, which shall comprise the Operating Committee. Upon election, Operating Committee members will serve a term of two traveling conferences, and may be reelected to one additional Operating Committee term not to exceed two additional traveling conferences or four traveling conferences on the Operating Committee.

The Advisory Council may decide at any time to create other positions, which it deems necessary to have. Operating Committee members shall not take actions, individually or collectively, without the consent of the entire Advisory Council on behalf of the Advisory Council or HACYPAA.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.2 Operating Committee – Eligibility

Council Members must have been members of the Advisory Council for at least one previous conference during their current term before being eligible to serve on the Operating Committee. Any advisory member eligible to stand for an advisory council position may stand for that position by proxy upon approval by the Advisory Council.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.2.1 Extension of Advisory Council

Advisory Council Members shall be able to extend their stay on Advisory Council one time only by election to an Operating Committee position where they will serve an additional two traveling conferences (not to exceed a total of four traveling conferences on the Operating Committee or six traveling conferences on the Advisory Council) at which time they will no longer be eligible to serve on the Advisory Council.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.3 Chairperson

The chairperson shall have the following duties and authority:

- (a) Arrange for and announce the agenda for all Advisory Council meetings;
- (b) Conduct all Advisory Council meetings according to reasonable rules of order;
- (c) Affix his or her signature to all Advisory Council actions;
- (d) Chairperson will inform council of any such actions prior to any signature.
- (e) Act as one of the four signatures on all bank accounts;
- (f) Sign the annual site contract on behalf of the Conference; Chairperson will provide the opportunity for all current council members to review the site contract details and provide confirmation that the group & outside advisers have reviewed the contract prior to signature. It is also strongly encouraged to use the prior year's site contracts as reference in site considerations
- (g) Act as liaison to any AA member who has a request of the Advisory Council. All pertinent communication will be shared with other members of council

(h) Maintain regular correspondence with all Advisory Council members to ensure that all Advisory Council tasks are being attended to and all matters of importance are communicated immediately.

(i) Stand ready to assist in any tasks where assistance is requested or required;

(j) Keep the CoChairperson apprised of all Advisory Council activities

(k) Chairperson (or) CoChairperson will secure the conference banner between conferences, turn the banner over to the Host Committee for display at the beginning of each Conference, and collect the banner again after the closing meeting of the Conference.

(l) Chairperson shall make certain that the mail is forwarded to the current Treasurer in a timely manner, and see that the post office box rent is paid on time.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.3.1 Post Office Box

(a) The Advisory Council shall maintain a post office box for all correspondence which will serve as the official mailing address for the Advisory Council, and the Chairperson shall make certain that the mail is forwarded to the current Treasurer in a timely manner, and see that the post office box rent is paid on time. Chair will also introduce & review mentioned duties no more than two calendar weeks from their induction to council and also review said duties prior to annual or midyear meeting no later than two calendar weeks from scheduled meetings.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.4 CoChairperson

The co-chairperson shall:

(a) In the absence of the chairperson, accept the full duties of the chairperson

(b) Carry out the various duties assigned by the Operating Committee

(c) Act as liaison between the Advisory Council and the General Service Office

(d) Be one of four signatures on all bank accounts

(e) Remain fully informed on all Advisory Council matters.

(f) Maintain and distribute the Host Committee packet and the Bid Committee packet.

(g) Collect and maintain a contact list for the HACYPAA region. A contact is identified as someone who is willing to be contacted by members of the Advisory Council and host committee for purposes of outreaching HACYPAA

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.5 Treasurer

The treasurer shall:

- (a) Keep accurate financial records of all Advisory Council transactions
- (b) Give financial reports at Advisory Council meetings
- (c) Submit a financial statement at each meeting
- (d) Have in his or her possession at Advisory Council meetings all bank statements, deposit slips and check books, in order to be prepared to make deposits and disbursements at Advisory Council meetings
- (e) Maintain all accounts to be subject to inspection at any time
- (f) Be one of four signatures on all bank accounts
- (g) Bring signature cards to all Advisory Council meetings where an election to the Operating Committee will take place so that signatures can be readily updated.
- (h) Communicate with host committee treasurer the advisory operating budget and how that is met.
- (i) Keep the cotreasurer abreast of all Advisory Council treasury activity
- (j) Work with council CoTreasurer & Chairperson to provide an electronic summary reports on both host committee and advisory council assets by the end of every month to entire council.
- (k) Treasurer is to actively review HACYPAA, Inc. and Host Committee account statements with the HACYPAA Advisory Chair on a monthly basis.
- (l) Account for all financial information of the Conference, both host and advisory.
- (m) Work jointly with the Treasurer of the current HACYPAA host Committee to insure the proper maintenance of financial records.
- (n) Treasurer shall at no time have issued or in treasurer's possession a debit or credit card in his/hers name or in the name of the conference linked to the HACYPAA bank

account. If such a card is issued by the bank at any time the Treasurer shall destroy the card in the presence of the Chair and or CoChair.

(o) No HACYPAA related accounts can be put into an individual's name.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.6 CoTreasurer

The CoTreasurer shall:

(a) In the absence of the treasurer, accept the full duties of the treasurer

(b) Carry out the various duties assigned by the Operating Committee

(c) Be one of the four signatures on all bank accounts

(d) Will receive alerts from the Advisory Council bank account of any transaction

(e) Maintain monthly contact with Host Committee Treasurer, and offer help & assistance when necessary.

(f) Will receive or be given access to the monthly bank statements from Advisory Council's account; verify all transaction are related to HACYPAA's business, and if there is anything in question it will immediately reported to Operating Committee.

(g) Will assist the Treasurer in preparing the monthly financial reports of Advisory Counsel and Host Committee.

(h) Will keep host committee treasurer abreast of Advisory Council Procedures.

(i) Cotreasurer is to independently review the HACYPAA treasury account at least once a month. Cotreasurer is to report any discrepancies to the Chair and the entire HACYPAA advisory council immediately.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.7 Secretary

The secretary shall:

(a) Act as custodian of all Advisory Council materials

(b) Keep accurate minutes of all Advisory Council meetings which record all actions of the Advisory Council (exception: when site selection is being discussed, only the results shall be recorded)

(c) Furnish information from Advisory Council records when appropriate

- (d) Answer all correspondence promptly and to the will of the majority of the Advisory Council members
- (e) Bring copies of all business documents including agenda, minutes, bylaws, Facts, Aims, and Purposes to each business meeting
- (f) Furnish minutes of the Advisory Council meetings to all Advisory Council members in a timely manner
- (g) See to it that an Advisory Council letterhead is established for use by all Advisory Council members in any official Advisory Council correspondence
- (h) Furnish copies of all correspondence to all Advisory Council members on all matters affecting the Advisory Council, HACYPAA as a whole, or AA as a whole.
- (i) Send out copies of the advisory council minutes within 30 days of the last meeting
- (j) Furnish the General Service Office with the current Advisory Council mailing list including a list of the current Operating Committee, and the current conference registration form.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

4.8 Mailing Chairperson

The mailing chairperson shall:

- (a) Build and maintain a HACYPAA mailing/emailing database of Intergroups, Central Offices, and YP groups
- (b) Obtain from the current host committee an official conference registration form at the earliest possible date, as well as any other material which the Advisory Council deems in the best interest of HACYPAA
- (c) Coordinate at least one mailing/email to the entire list per year (if at all possible, two mailings/emails should be done, with finances being the only consideration for not doing two). The Advisory Council will have ultimate responsibility for financing the mailings/emails. However, financial assistance from the Host Committee will be welcomed and encouraged if it is in a position to contribute.

(d) Mailing chairperson will work with liaison/s to ensure proper verbiage is associated with any information going to Spanish communities inclusive of but not limited to: Intergroups, Central Offices, and YP groups.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

5. Additional Advisory Positions

5.1 Archivist.

As almost any shred of material may one day be important in keeping our history intact, the archivist shall:

- (a) Act as holder of all factual material (documents, memorabilia, traveling showcases, etc.) in such a way that there can be no substantial distortion of the material
- (b) Act as liaison between the GSO Archivist and the Advisory Council pertaining to all HACYPAA archive issues
- (c) Follow, to the best of his/her ability, the Archive Guidelines set forth by GSO
- (d) Act as liaison between the Advisory Council and the Host Committee Archives Committee pertaining to all archives matters (displays for the conference, material to be collected before, during, and after the conference)
- (e) Prepare, distribute, collect the final conference report from the host committee, and include the previous conference feedback in the archivist report; and have on display the Advisory Council minutes. The archivist position must be filled by a present, or a past Advisory Council member. This person must have served at least one year on the Advisory Council before being eligible to serve as archivist; must be able to serve a two year term; and, if a past Advisory Council member serves as the archivist, he/she is not required to attend the conference, but suitable arrangements must be made for the transportation and display of archives at the conference and for the submission of the annual report.

The archivist must at all times act in accordance with the 12 Traditions, and the 12 Concepts of AA, being especially concerned with the protection of members' anonymity. To this end, the archivist shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee. The

archivist must submit a written report at the annual Advisory Council meeting which details all activities of the previous year; include a detailed account of expenses associated with that year's activities, and submit a projected budget for the coming year. Archivist will maintain record of materials that directly reflect the history of HACYPAA in the Spanish regions of the conference.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

5.2 Website Chairperson

The website chairperson is responsible for:

(a) The maintenance of the HACYPAA website, www.HACYPAA.org, which the advisory council controls

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

5.3 Outreach Chair

The Outreach Chair is a two year term. They shall:

(a) Acts a liaison between the HACYPAA region and Advisory Council

(b) Have direct contact with the host Outreach Chair to assist with anything they need

(c) Maintain a regular correspondence with fellow Advisory Council members to ensure their assigned territories are getting outreached

(d) Assign territories to Advisory Council members

(e) Work with the Native American and Hispanic liaisons serving on Advisory Council to make sure outreach is being done to their assigned communities

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

5.4 Spanish Speaking Liaison

This person will be elected from our general Advisory body for a term of two traveling conferences and will assume duties to act as Liaison to Mexico GSO. They will also be encouraged to attend at least one large scale Hispanic AA event per year, preferably the National Mexican Congreso or the US Hispanic convention. Preference will go to Advisory Council members who have experience in Hispanic AA communities, but any Advisory Council member will be available to serve in this position, if there is no such Advisory Council member Advisory Council will seek representation from a past

Hispanic Liaison that has served on a prior HACYPAA Host Committee. If Advisory Council seeks representation from a past Spanish Speaking Liaison that has served on a prior HACYPAA Host Committee, that person shall be able to serve a full Advisory term of four traveling conferences regardless of when such person was on the host committee. This person must not have ever served on Advisory Council. If there is no suitable candidate available Advisory Council can choose to leave the position available until a well suited candidate is available.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

5.5 Native Liaison

This person will be elected from our general Advisory body for a term of two traveling conferences. They will have the specific purpose of serving the Native Nations and the NAGSO within our region. Preference will go to an Advisory Council member that is of Native descent but any Advisory Council member will be able to serve in this position. If there is no such Advisory Council member Advisory Council will seek representation from a past Native Liaison that has served on a prior HACYPAA Host Committee. If Advisory Council seeks representation from a past Native Liaison that has served on a prior HACYPAA Host Committee, that person shall be able to serve a full Advisory term of four traveling conference regardless of when such person was on the host committee. This person must not have ever served on Advisory Council. If there is no suitable candidate available Advisory Council can choose to leave the position available until a well suitable candidate is available.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

5.6 NonHost City Representation from a Native American/First Nations Liaison

The advisory council will seek nonhost city representation from two Native American/First Nations AA members. They will be available to serve a full four-year term from their induction to the advisory council.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6. Advisory Council Operating Procedures

6.1 HACYPAA Literature

Advisory council maintained literature includes: Bylaws; Facts, Aims and Purposes; Bidding Requirements; Conference Guidelines; Host Committee Packet (Introduction letter, HACYPAA Facts Aims and Purposes Spanish and English, Bidding Requirements Spanish and English, Timetable and Website/Email Information, Elections Suggested Format and Positions, Finances, Outreach, Procedures, Phone Lists, Advisory Council and Delegate Elections, HACYPAA Hotel and Registration History/Guide, Past HACYPAA Hotel Contracts, Appendix: Examples of Committee Formats, AA Guidelines: Conferences and Conventions), Bid Committee Packet (Introduction Letter, Advisory Council Phone List, HACYPAA Facts Aims and Purposes Spanish and English, HACYPAA Bid Requirements Spanish and English, Suggested Election Format, Suggested Committee Positions and Descriptions, Suggested Business Meeting Format, HACYPAA Hotel History, Hotel Contract Guide).

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.2 Revisions to HACYPAA Literature

All Changes and updates to any Advisory Council documents (bylaws; Facts, Aims and Purposes; Bid Requirements, etc.) must be approved by 2/3 majority vote at an Advisory Council meeting.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.3 Revisions to Bylaws, Etc. Time to Submit

Any advisory council member proposing changes to advisory council documents should submit the exact language of their item to the chair to be place on the agenda at least seven days before the meeting. Emergency proposals may be added to the agenda by a two-thirds majority vote.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.4 Financial Transactions

All Advisory Council financial transactions must be made through its bank accounts.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.5 Authority to Incur Expenses

No member of the HACYPAA Advisory Council should incur expenses (other than pre-approved budget items) on behalf of the Advisory Council without first receiving a two thirds majority approval.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.6 Budget Review Session

Advisory Council shall endeavor to maintain a prudent reserve which is determined at each annual budget session. A budget review session will be added to the agenda to occur annually at the midyear meeting, where the budget will be prepared by the treasurer and reviewed line-by-line by the Council and accepted by a 2/3 majority.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.7 Travel reimbursement

Discussion of travel reimbursement for Advisory Council will be held after the annual budget review session, and funds will be distributed contingent on the current financial status and by approval of the Advisory Council.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.8 Distribution of Funds; Prudent Reserve; Seed Money

The Operating Committee shall submit for approval the distribution of funds, not to exceed US\$2,000, to the newly selected host committee for the coming year's conference. The Advisory Council shall endeavor to maintain a prudent reserve of US \$5,000. This amount is in addition to an operating budget of US\$5,000 which the Council shall also endeavor to maintain. It shall also seek to maintain a conference support fund of US\$15,000 in case it becomes necessary. The prudent reserve, operating budget, and the conference support fund are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.9 Welfare of AA

The Advisory Council should always consider the welfare of AA as a whole before taking any actions, which may affect our fellowship. Please keep the 12 Traditions foremost in mind.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.10 Group Conscience

The Advisory Council shall act as a body. No one member shall act independent of the majority opinion.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.11 Use of Advisory Council Property

The post office box, bank accounts, and other Advisory Council material shall not be used for anything other than Advisory Council business.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.12 Continued Ownership by Advisory Council.

All materials of the Advisory Council shall be deemed property of the Advisory Council and passed on to its successors.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

6.13 Enactment Dates.

All documents and revisions, existing and produced, shall have the enactment date thereof affixed as a part of the document.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

7. Advisory Council Meetings.

7.1 Place, Quorum, Voting

The Chairperson shall call for and arrange a meeting place and agenda for all Advisory Council meetings. A quorum of at least two-thirds of the Advisory Council members must be present in order for the Advisory Council to conduct business. Motions and resolutions shall require a simple majority vote of the quorum for approval. Conference site selection shall be done by "Third Legacy Procedure" (see HACYPAA Voting Procedures). All Advisory Council members

shall have one vote and will vote on all matters. Absentia voting is not permitted. A two-thirds majority vote of the quorum is necessary to change the bylaws, or to rescind operating procedures.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

7.2 Closed Executive Sessions

The Advisory Council may meet in closed executive session to discuss and conduct business relating to the selection of the Conference site and to legal matters.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

7.3 Other Valid Executive Sessions

The Advisory Council may meet by conference call and consider it a legitimate business meeting, providing that quorum is met.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

8. Selection of Conference Site.

8.1 Bid Committees.

Bids for the hosting of next year's Conference shall be submitted by Bid Committees at the conference, in accordance with the bid requirements set forth by the Advisory Council. It is suggested that the composition of each Bid Committee be formed from AA members from the geographical area of that Bid Committee's proposed Conference site.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

8.2 Host Committee

The Host Committee for the next conference shall be the Bid Committee whose bid is selected by the Advisory Council as set forth in section 8.3. The Host Committee is responsible for the planning and conduct of the next Conference.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

8.3 Selection of the Conference Site

The Advisory Council shall have sole and final authority over selection of the conference host city. In choosing the site of the conference, the focus is especially

to reach those areas, which historically have had little exposure to such conferences. The Advisory Council will encourage the participation of all states within the Conference scope. All bids will be given equal consideration, regardless of size, population, or location.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

8.4 Hosting of Conference If No Bid Presented

In the event that no city presents a bid, an emergency meeting of the Advisory Council shall be called without delay. All past and present Advisory Council members shall be invited in order to find a suitable site for the conference or to determine if the conference should be suspended. In this event, the subsequent fate of the Advisory Council and its functions must be determined.

9. The Conference

9.1 Duties of Advisory Council

The most important job that a member of the HACYPAA Advisory Council has is to encourage participation in our conference among the members of Alcoholics Anonymous in the scope of the Conference. This means encouragement both of AA members to attend, as well as to inspire the formation of Bid Committees to bid for the conference. Both of these actions will go a long way in preserving our continuity.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

9.2. Assignment of Territories

Each year at the Advisory Council's annual meeting, all members of the Advisory Council will be assigned specific territories within the conference scope for outreach. All members of the Advisory Council will also be required to give a report on their outreach activities since the last meeting at the quarterly Advisory Council meetings. The Advisory Council member assigned to an area/territory may appoint a delegate(s) as needed to serve concurrent with the advisory council member assigned that area. As new members join the advisory group adjustments shall be made according to location and interest.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

9.3 Designation of Conference; Conflicts with Other AA Functions

All HACYPAAAs shall be designated as such and be further distinguished by a number (HACYPAA 1, HACYPAA 2, and so on) so as to preserve autonomy and character. No HACYPAA shall ever be held in conjunction with any other function, AA or otherwise. All HACYPAAAs shall also go to the greatest possible lengths not to schedule their conference in conflict with any other major AA function taking place in the scope of the conference.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

9.4 Host Committee Responsibility for Expenses; Transfer of Funds, Archives

After Conference, All HACYPAA host committees are obliged to pay all the bills involved with hosting their conference and cannot expect the Advisory Council to assume any financial responsibility for it. However, as stated in the Bidding Requirements, after all host committee bills are paid by the host committee, and all core expenses are covered for the advisory council, then the net proceeds shall be split 25% between the host committee (for disbursement to AA service bodies of their choice) and 75% for the advisory council, to the extent that such funds replenish the Advisory Council's prudent reserve, operating budget, and conference support fund to the levels set forth in section 6.2 above. All other material produced by the conference shall also be forwarded to the Advisory Council and go in its archives. Each host committee will have sixty days after the close of its conference to forward a financial statement and the net proceeds to the Advisory Council Treasurer. It shall be the responsibility of the newly elected members of the Advisory Council from the Host Committee to see to it that this is done.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

9.5 Maintenance of Post Office Box by Host Committee

The Host Committee shall maintain its post office box until such time after the completion of the Conference as is required for the completion of all Conference business.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

9.6 Autonomy of Host Committee

The Host Committee should be offered all prior conference material together with whatever individual or collective information the Advisory Council members possess. Once chosen, the Host Committee shall be given complete autonomy from the Council in those matters concerning the planning of the conference; however the Advisory Council suggests that all prayers spoken in meetings at the HACYPAA conference be of a nondenominational nature. The Council stands ready to assist when requested, or when the Host Committee is unable to plan and conduct the conference; or if necessary the Council shall assume the planning and conduct of the Conference, or shall delegate the same to a new and able Host Committee.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)

9.7 Signing of annual site contract

The annual site contract will require the signature of both, the designated host city representative and advisory council chairperson to be binding. The designated host city representatives will review the final contract with the chairperson, and treasurer in order to secure a binding signature. We encourage the host group's autonomy to negotiate and provide competitive options to consider. This section is only intended as a failsafe to protect the financial integrity of the conference structure.

(Adopted 7/19/14, HACYPAA Advisory council bylaws in Oklahoma)